

**Planning & Development Department  
Planning & Engineering Divisions  
Monthly Report for November 2009  
December 8, 2009**

#### Activity

- **Land Use Applications** – There were 3 applications compared to 0 in 2008.
- **Pre-Submittal Applications** – There were 2 applications compared to 3 in 2008.
- **City Council** – City Council heard 14 land development projects compared to 1 in 2008.
- **Planning and Zoning Commission** – There were 4 projects heard compared to 0 in 2008.
- **Board of Adjustment** – There were no variance requests heard compared to 3 in 2008.
- **Fence Permits** – There were a total of 3 applications compared to 9 in 2008. Average number of days to approve was 2.3 business days.
- **Sign Permits** – There were a total of 7 applications compared to 11 in 2008. Average number of days to approve was 1.9 business days.
- **Right-of-Way Permits** – There were 4 permits issued compared to 1 in 2008.
- **Subdivision Improvement Agreements** – There were 0 SIA's submitted.
- **Construction Drawings** – There were no CD applications compared to 1 in 2008.
- **Infrastructure Inspection** – There were 16 individual projects/sites inspected this month. City staff spent a total of 82 hours performing these inspections.
- **CMRS Permits** – There were 4 permits issued.
- **Visitors** – There were 36 visitors; an average of 1.9 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement and Building clients. Overall the feedback has been positive. Staff will continue to make improvements based upon suggestions.

#### Revenue

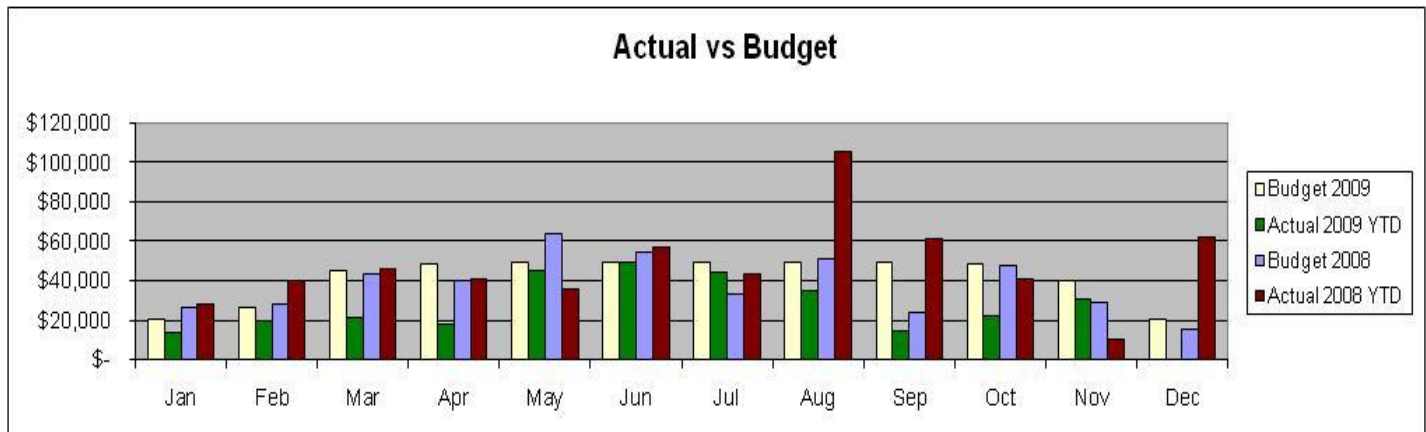
**Total revenue** – YTD \$312,670 in revenue has been collected, which is below the 2009 projected budget \$474,537.

#### P & E Special Projects

- **Streets @ Southglenn** – The Planning & Engineering Divisions assumed responsibility of all remaining work at Streets @ Southglenn in August. Specific details of our involvement and progress are on page 18.
- **Land Development Code Rewrite** – In November the City Council and Planning and Zoning Commission met for a joint meeting. At the meeting there was agreement on decision-making authority, PUD provisions and the general LDC adoption schedule.
- **Transportation Master Plan** – A contract with Felsburg, Holt and Ullevig has been awarded and executed for this project. Staff will start working with the consultant in December and the project will have a kick off with the City Council and the community in early 2010.
- **Parker Jordan Open Space and Cherry Creek Trail** – Consultants for PJMD are preparing construction documents for the permanent Cherry Creek Trail and are expected to make a submittal to the City in December for review.
- **2010 Census** – Staff presented an overall outreach program for the 2010 Census to City Council in November. The Plan is a general awareness campaign that includes informational handouts, bus shelter advertising, and talking points for City representatives when holding various meetings.

## Total Revenue

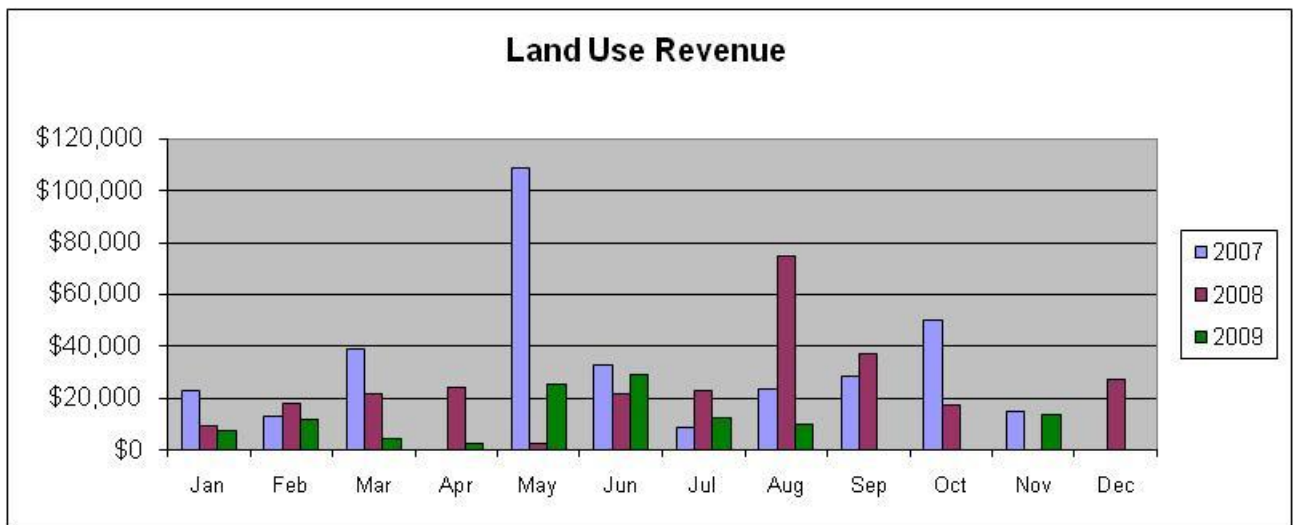
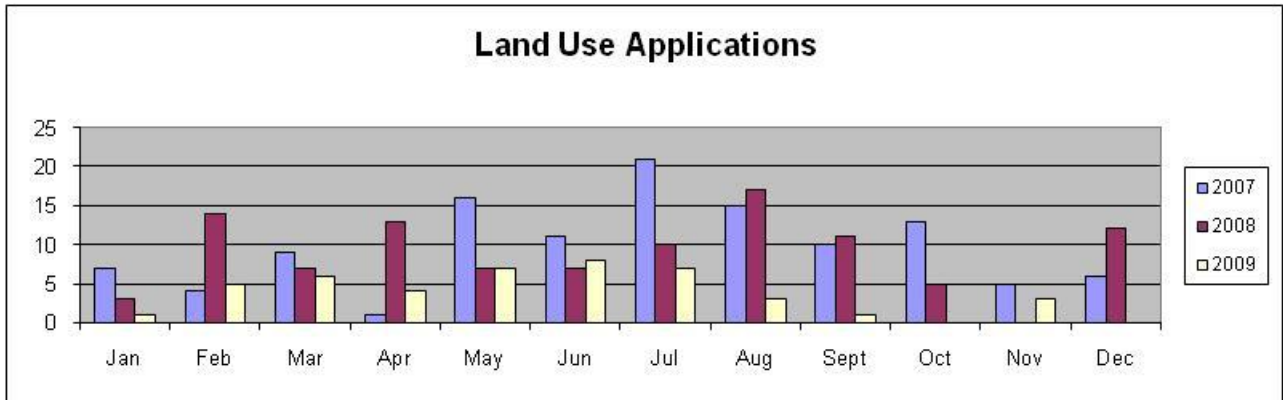
In November, the total revenue received was \$30,360. YTD the Planning & Engineering revenues of \$312,670 are below the projected 2009 YTD budget of \$474,537.



- [Land Use Applications](#) – YTD \$116,564 in revenue has been collected, which is below the 2009 projected budget of \$230,000.
- [Fence Permits](#) – YTD \$22,006 in revenue has been collected, which is above the 2009 projected budget of \$9,450.
- [Sign Permits](#) – YTD \$96,179 in revenue has been collected, which is above the 2009 projected budget of \$38,000.
- [Right-of-Way Permits](#) – YTD \$20,329 in revenue has been collected, which is below the 2009 projected budget of \$53,000.
- [Subdivision Improvement Agreements](#) – YTD \$5,500 in revenue has been collected, which is below the 2009 projected budget of \$10,000.
- [Construction Drawings](#) – YTD \$16,100 in revenue has been collected, which is below the 2009 projected budget of \$63,000.
- [Infrastructure Inspection](#) – YTD \$2,000 in revenue has been collected, which is below the 2009 projected budget of \$12,000.
- [Legal Fees](#) – YTD \$28,742 in revenue has been collected, which is below the 2009 projected budget of \$51,750.
- [Other Fees](#) – No revenue has been collected YTD, which is below the 2009 projected budget of \$1,837.
- [CMRS Fees](#) – YTD \$5,250 has been collected YTD, which is below the 2009 projected budget of \$5,500.

## Land Use Applications

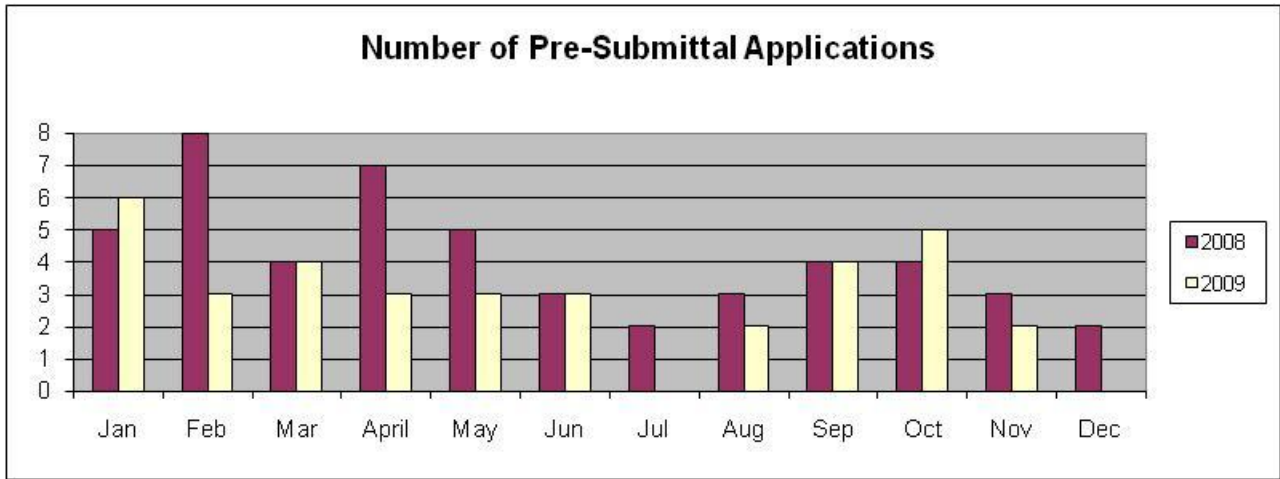
In November, the City received 3 land use applications with \$13,800 in monthly revenue. YTD land use application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 45 compared to 94 in 2008. YTD revenues for 2009 are \$116,564 compared to \$249,238 for 2008.



Land Use Applications Submitted (November 2009)		
Land Use Case Number	Project Name	Open Date
LU-0911-004	Valley Club Lanes FDP	11/19/2009
LU-0911-005	Valley Club Lanes PDP	11/19/2009
LU-0911-006	Valley Club Lanes FP	11/19/2009

## Pre-Submittal Applications

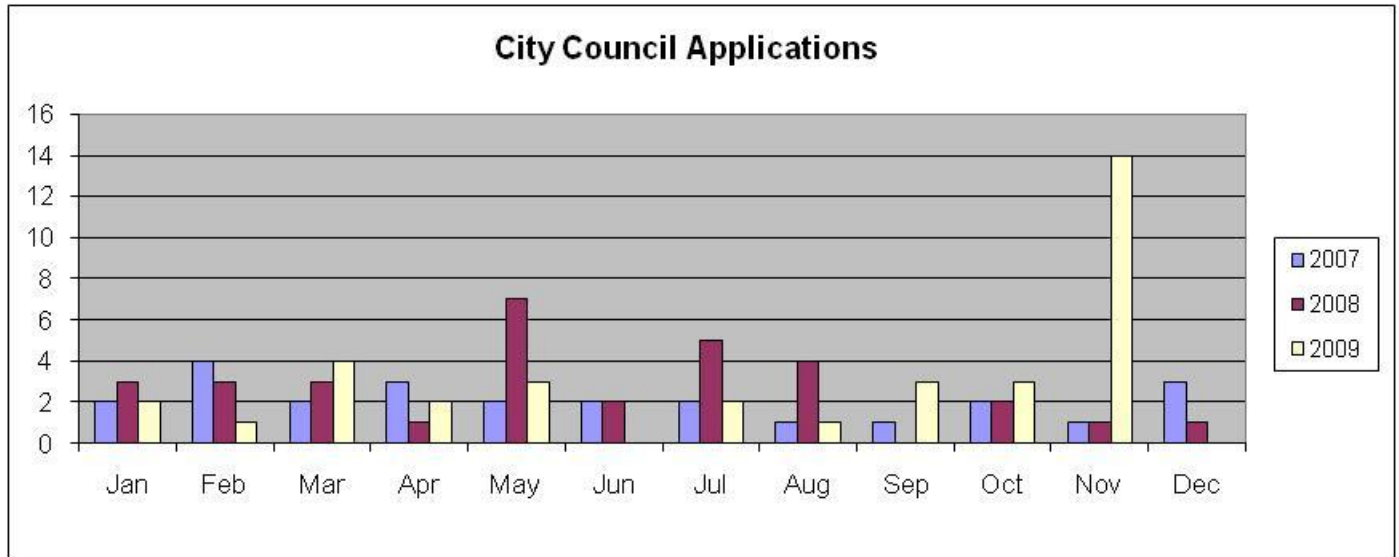
In November, the City received 2 pre-submittal applications. YTD pre-submittal activity is slower than the previous year. YTD total applications received for 2009 are 35 compared to 48 for 2008.



Pre-submittal Applications Submitted (November 2009)		
Pre-submittal Case Number	Project Name	Open Date
PS-0911-001	Willows Water District Addition	11/6/2009
PS-0911-002	Trailridge Subdivision Fence	11/9/2009

## City Council

In November, City Council heard 14 planning and development projects as compared to hearing 1 in 2008. Of these 14 projects, 6 were 1<sup>st</sup> readings to ordinances. YTD, City Council has heard 35 development projects as compared to 31 in 2008.



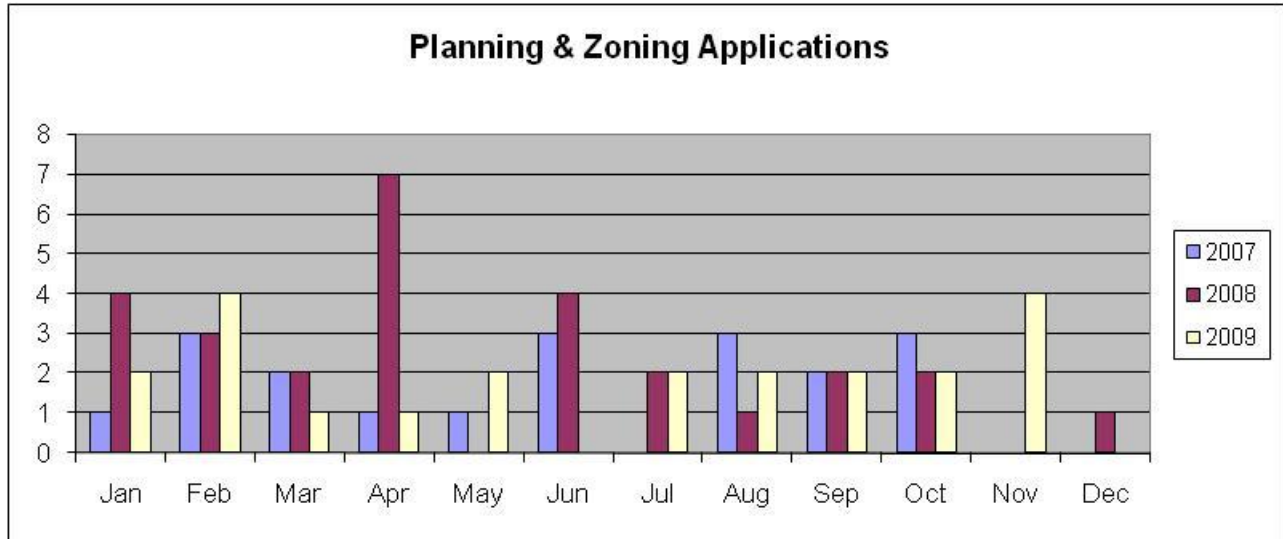
Land Development Projects Heard by City Council (November 2009)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Piney Creek Village Annexation and Zoning First Reading	LU-0909-001	12/2/2009	NA
Land Use	Piney Creek Village Annexation and Zoning Second Reading	LU-0909-001	11/16/2009	Approved
Land Use	Century Highland Park PDP First Reading	LU-0906-008	11/16/2009	NA
Land Use	Neighborhood Perimeter Beautification	NA	11/2/2009	Further information required
Land Use	Foreclosure Report	NA	11/2/2009	Further information required
Land Use	Lincoln Executive Center, 6 <sup>th</sup> Amendment to the PDP, First Reading	NA	11/2/2009	NA
Land Use	Chapel Hill Annexation First Reading	NA	11/2/2009	NA
Land Use	Arapahoe High School Annexation First Reading	NA	11/2/2009	NA
Land Use	Estancia Annexation First Reading	NA	11/2/2009	NA

Land Use	LDC Rewrite Joint Meeting	NA	11/9/2009	NA
Land Use	Lincoln Executive Center, 6 <sup>th</sup> Amendment to the PDP, PH, 2 <sup>nd</sup> Reading	NA	11/16/2009	Approved
Land Use	Chapel Hill Annexation Public Hearing and Second Reading	NA	11/16/2009	Approved
Land Use	Arapahoe High School Annexation Public Hearing and Second Reading	NA	11/16/2009	Approved
Land Use	Estancia Annexation Public Hearing and Second Reading	NA	11/16/2009	Approved

Land Development Projects Scheduled for City Council (December 2009)			
Description	Case Name	Case Number	Hearing Date
Land Use	Century Highlands Park PDP Public Hearing & 2 <sup>nd</sup> Reading	LU-0906-008	12/7/2009
Land Use	Hindu Temple & Cultural Center of the Rockies FDP	LU-0809-002	12/7/2009
Land Use	Survey of Local Realtors Results	NA	12/7/2009
Land Use	Legacy Communication FDP	LU-0808-003	12/14/2009

## Planning & Zoning Commission

In November, the Planning & Zoning Commission heard 4 development projects as compared to hearing 0 in 2008. YTD, the Planning & Zoning Commission has heard 22 development projects as compared to 27 in 2008.

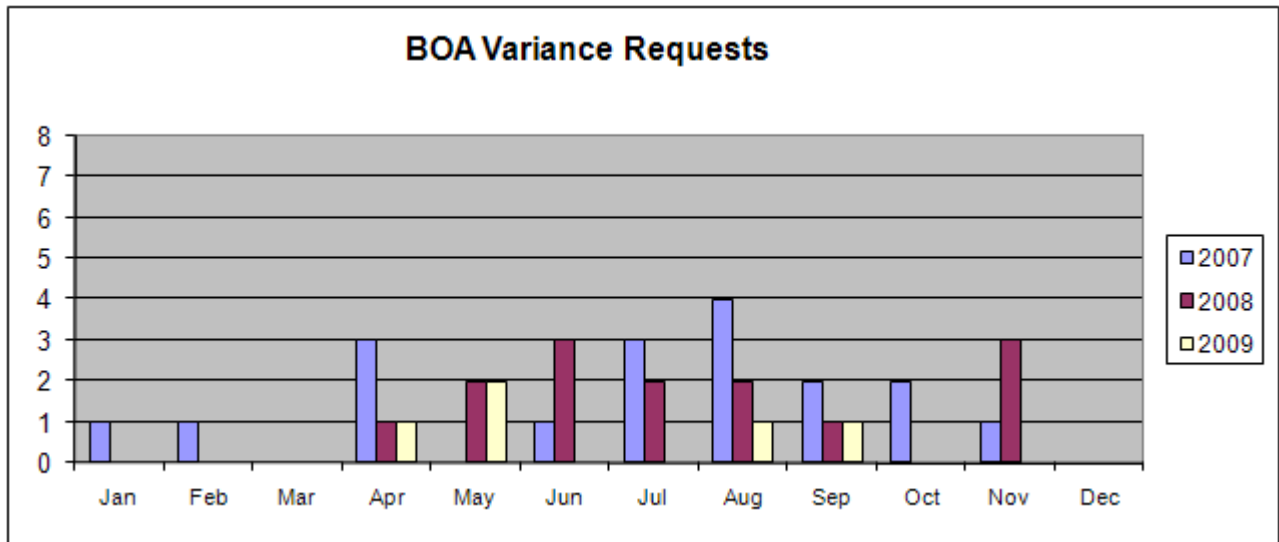


Land Development Projects Heard by PZ Commission (November 2009)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	LDC Polling Results – General Business	NA	11/4/2009	NA
Land Use	Legacy Communications FDP	NA	11/4/2009	Approved
Land Use	Century Highlands Park PDP Amendment #1	NA	11/4/2009	Recommend Denial
Land Use	LDC Public Meeting – General Business	NA	11/18/2009	NA

Land Development Projects Scheduled for PZ Commission (December 2009)			
Description	Case Name	Case Number	Hearing Date
Land Use	Results of 2009 Survey of Local Realtors	NA	12/9/2009

## Board of Adjustment

In November, the Board of Adjustment heard 0 variance requests as compared to hearing 3 in 2008. YTD, the Board of Adjustment heard 5 variance requests as compared to 14 in 2008.

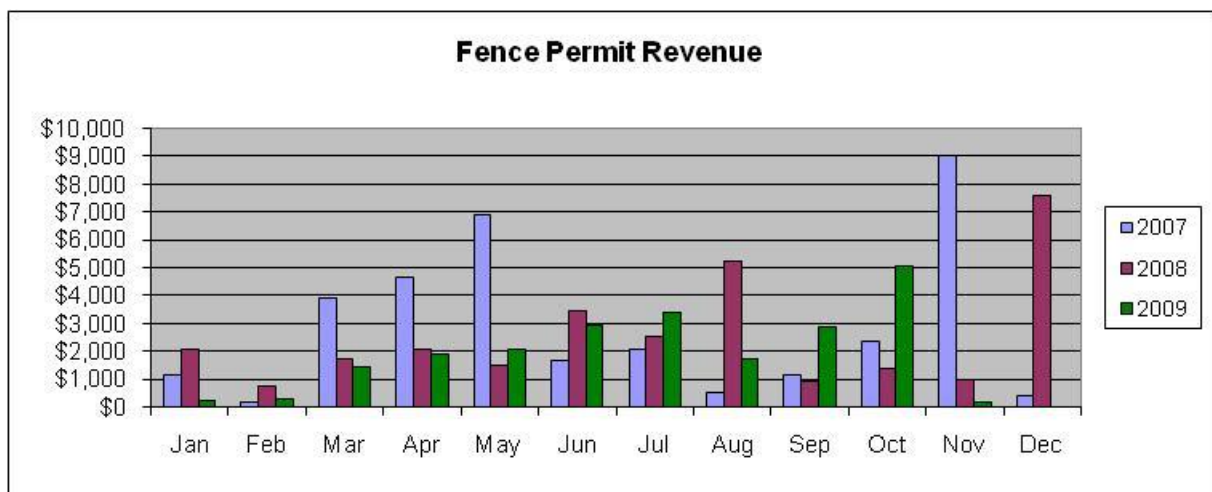
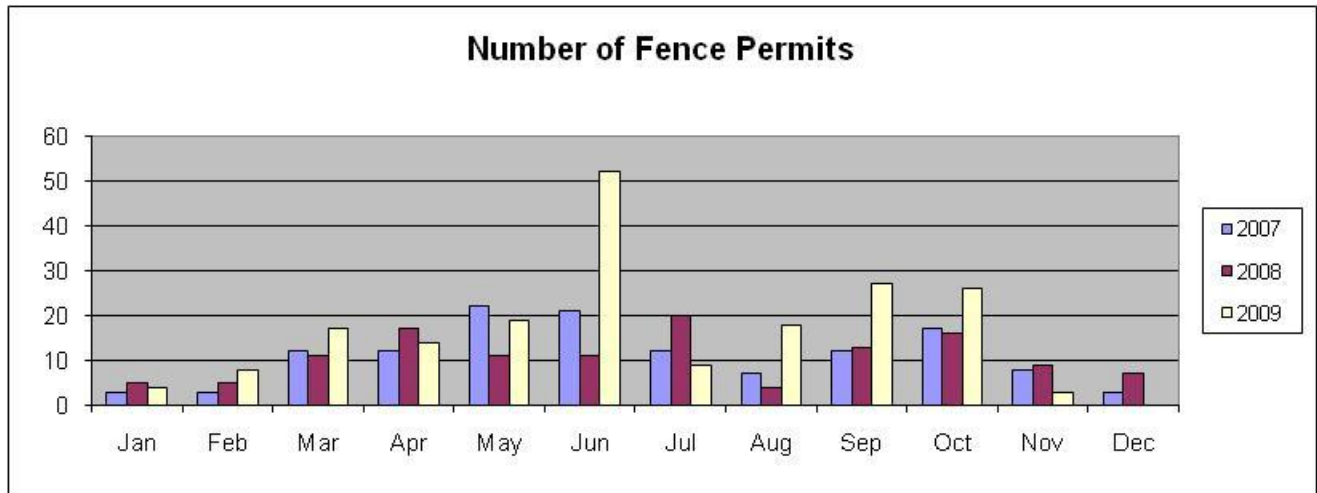


Land Development Projects Heard by the Board of Adjustment (November 2009)				
Description	Case Name	Case Number	Hearing Date	Action
BOA	None			

Variance Requests Scheduled for the Board of Adjustment (December 2009)			
Description	Case Name	Case Number	Hearing Date
BOA	None		

## Fence Permits

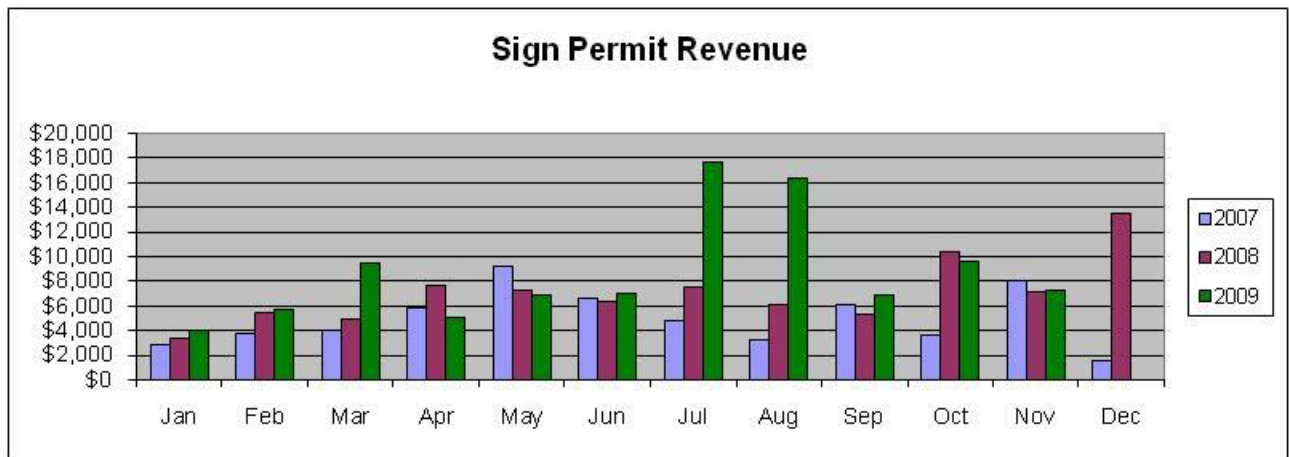
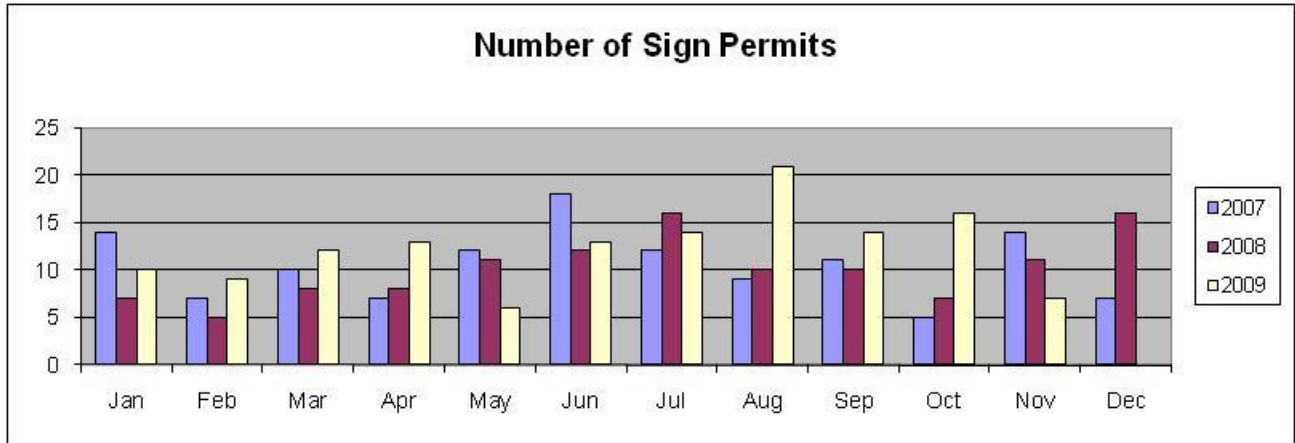
In November, the City received 3 fence permit applications with the monthly revenue of \$183. YTD fence permit application activity is higher than the previous year, and YTD revenues are slightly lower. YTD applications for 2009 are 197 compared to 122 for 2008. YTD revenues for 2009 are \$22,006 compared to \$22,548 for 2008. There were no fence permits through Rapid Review Thursday in November.



Fence Permits Submitted (November 2009)			
Location	Case Number	Date Received	Date Approved
6342 South Abilene Street	FE-0911-001	11/2/2009	11/4/2009
7858 South University Way	FE-0911-002	11/18/2009	11/20/2009
10 South Geddes Avenue	FE-0911-003	11/25/2009	12/3/2009
Average Approval Time – Business Days			2.3 Days

## Sign Permits

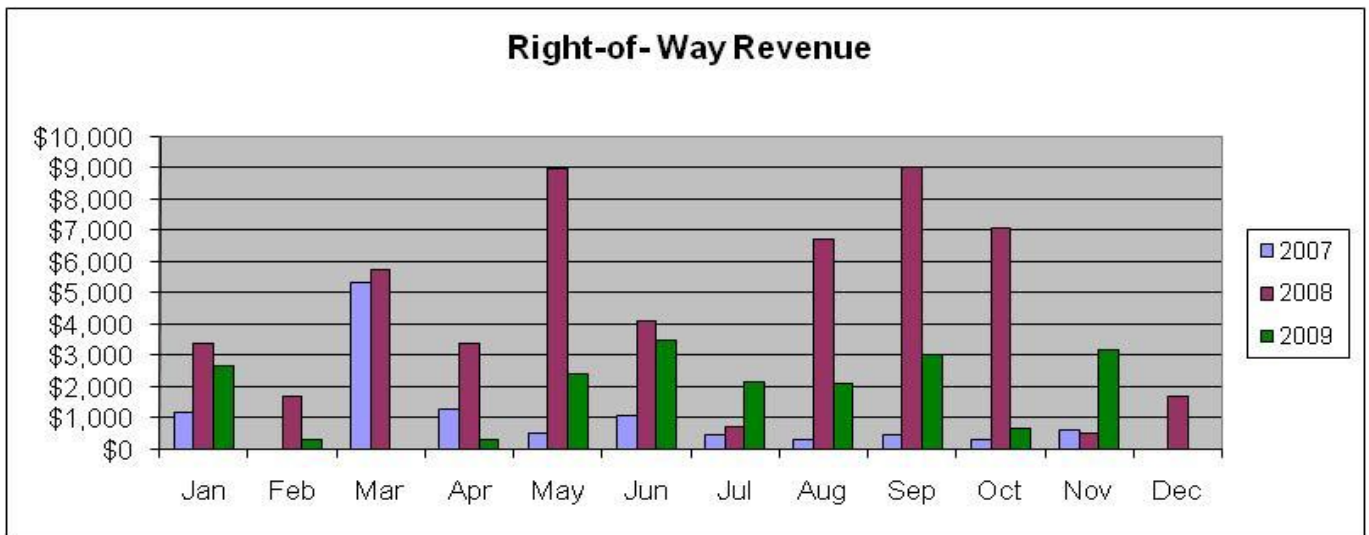
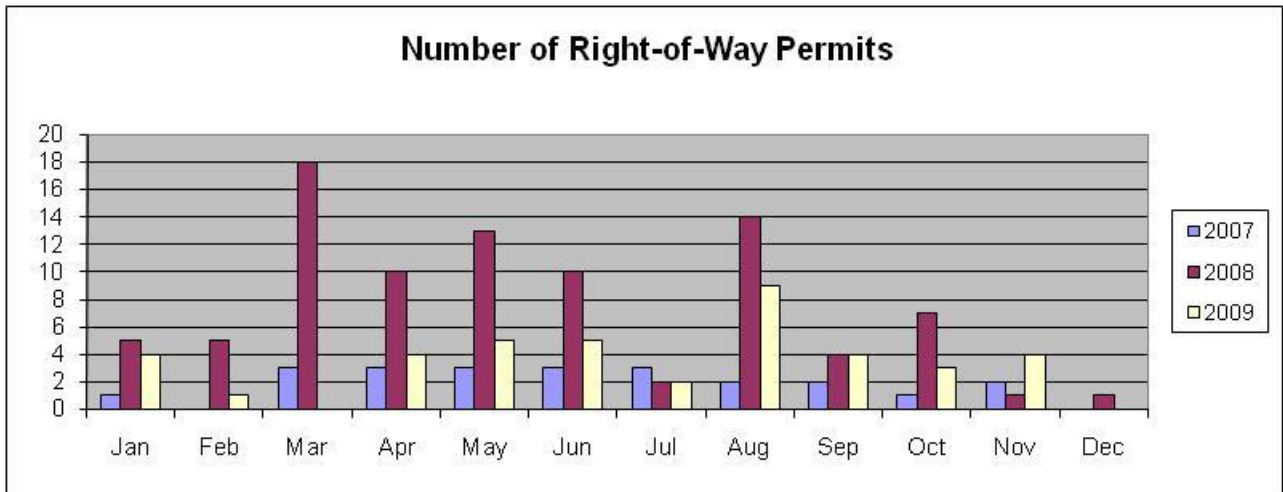
In November, the City received 7 sign permit applications with the monthly revenue of \$7,213. YTD sign permit application activity is higher than the previous year, and YTD revenues are higher. YTD applications for 2009 are 135 compared to 105 for 2008. YTD revenues for 2009 are \$96,179 compared to \$71,622 for 2008. There was 1 sign permit through Rapid Review Thursday in November.



Location	Case Number	Date Received	Date Approved
7533 South University Blvd.	SG-0911-001	11/2/2009	11/2/2009
6703 South University Blvd. #933	SG-0911-002	11/2/2009	11/4/2009
7079 South Jordan Road, Unit #2	SG-0911-003	11/4/2009	11/4/2009
6851 South Gaylord, Suite #240	SG-0911-004	11/6/2009	11/10/2009
7585 South University Avenue	SG-0911-005	11/9/2009	11/12/2009
6955 South York Street, Suite #406	SG-0911-006	11/10/2009	11/13/2009
16796 East Smoky Hill Road	SG-0911-007	11/20/2009	11/24/2009
<b>Average Approval Time – Business Days</b>			<b>1.9 Days</b>

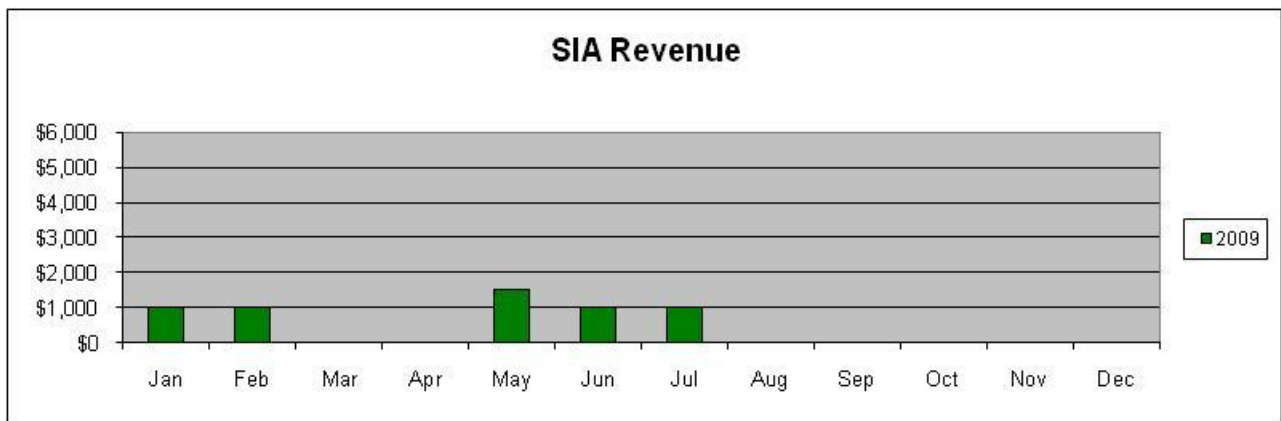
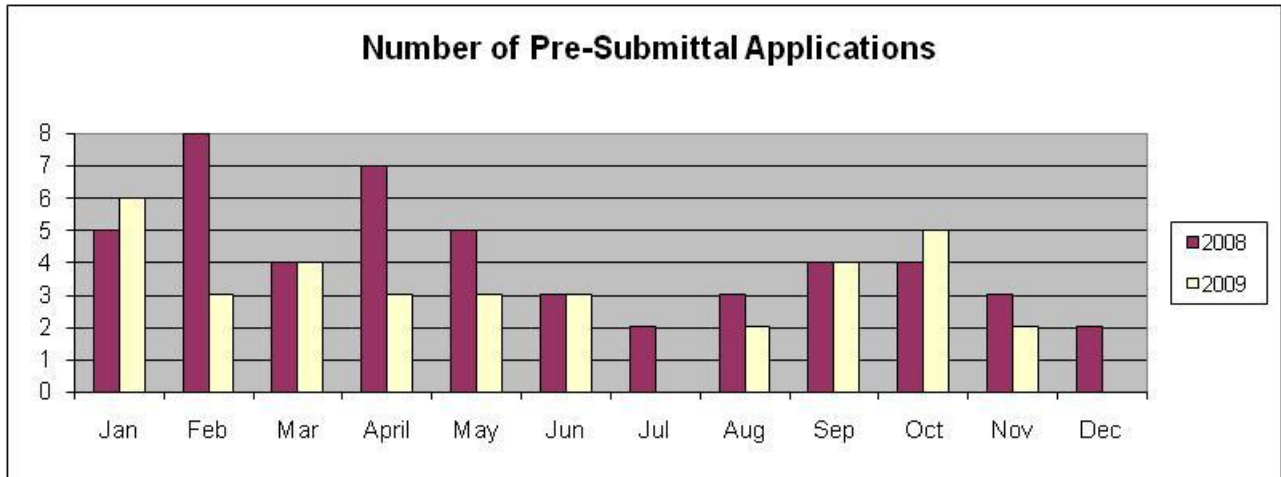
## Right-of-Way Permits

In November, the City received 4 right-of-way permit applications with the monthly revenue of \$3,164. YTD right-of-way permit application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 41 compared to 89 for 2008. YTD revenues for 2009 are \$20,329 compared to \$51,423 for 2008.



## Subdivision Improvement Agreements (SIA)

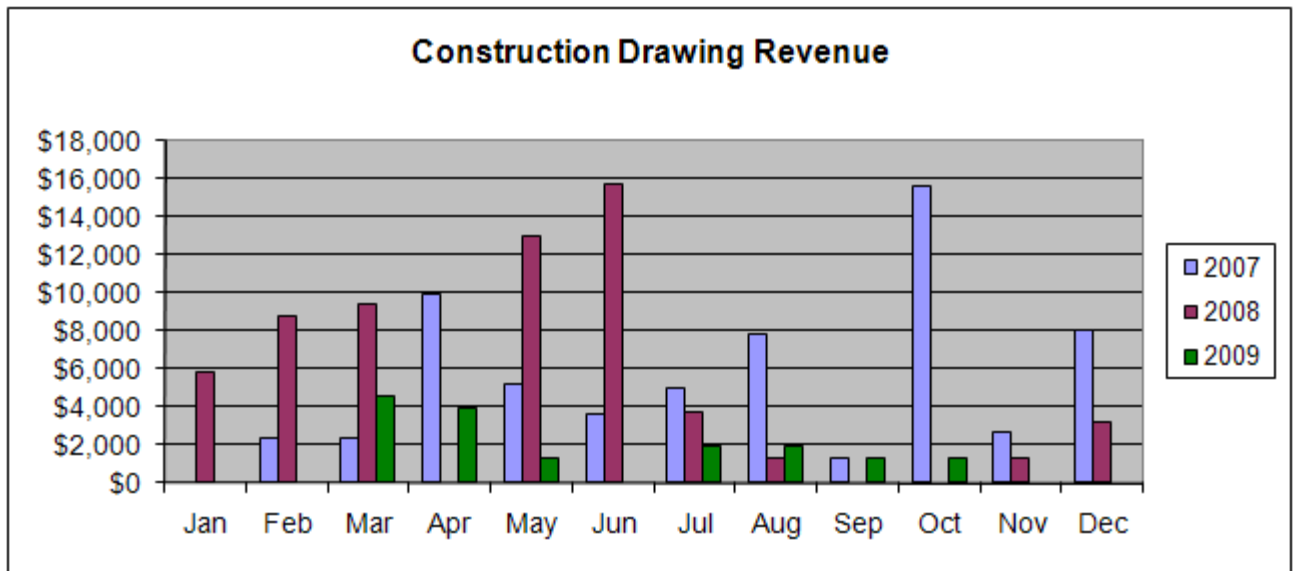
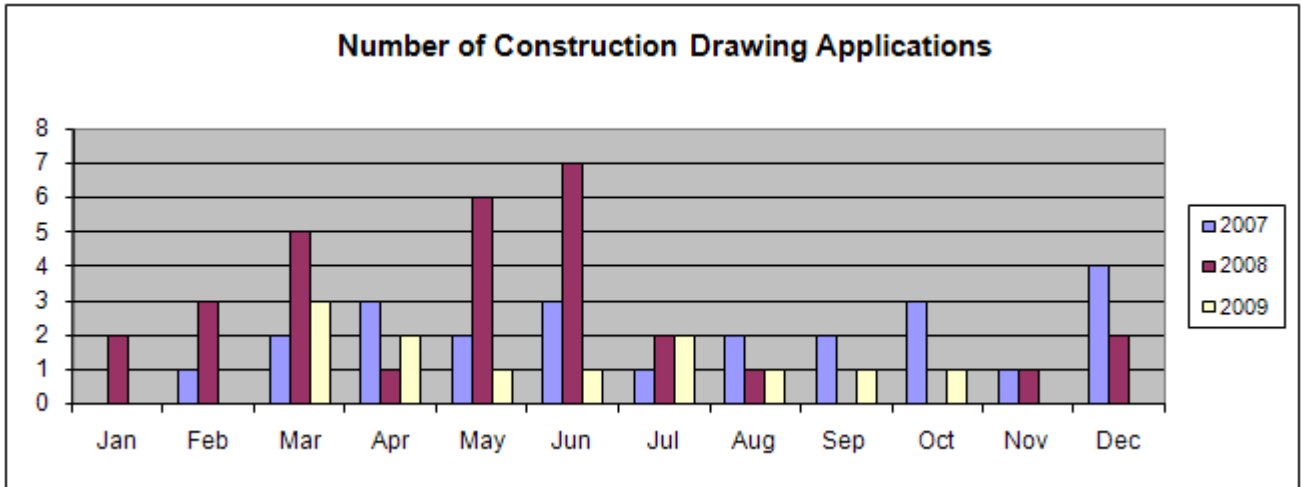
In November, the City received 0 SIA applications with the monthly revenue of \$0. YTD SIA applications for 2009 are 5 and YTD revenues for 2009 are \$5,500. Tracking of SIAs began in January 2009.



SIAs Submitted (November 2009)			
Description	Case Name	Case Number	Date Application Accepted
SIA	None		

## Construction Drawings (CD)

In November, the City received 0 CD applications with \$0 in monthly revenue. YTD CD permit application activity is slower than the previous year and YTD revenues are lower. YTD applications for 2009 are 12 compared to 28 for 2008. YTD revenues for 2009 are \$16,100 compared to \$58,800 for 2008.



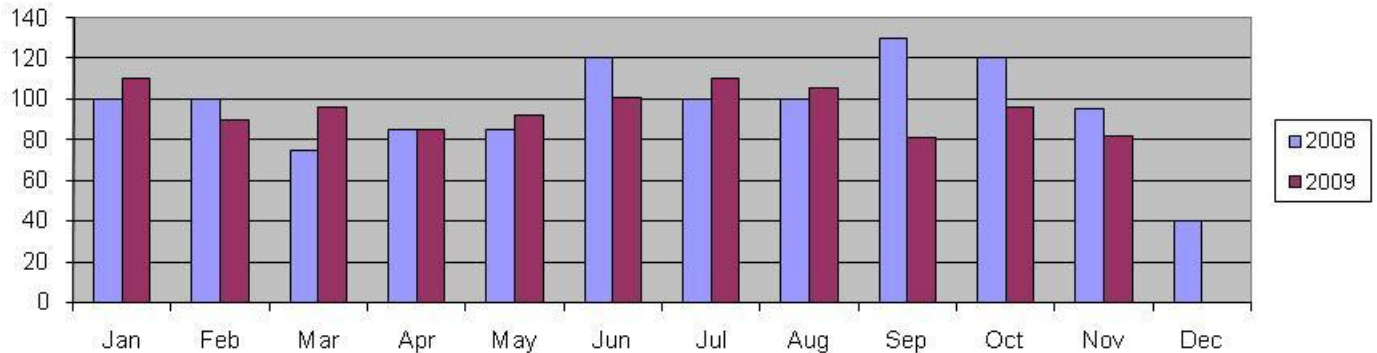
CDs Submitted (November 2009)			
Description	Case Name	Case Number	Date Application Accepted
CD			

The Engineering Division approved one CD in November:  
 Bridges @ Smoky Hill CD 0805-006 approved 11/9/2009

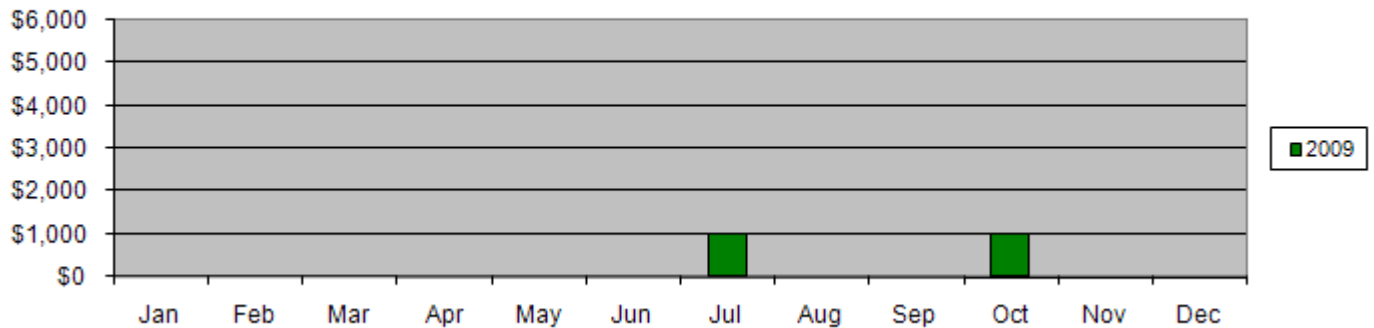
## Infrastructure Inspections

In November, 16 individual projects/sites were inspected and \$0 in revenue was collected. City staff spent a total of 82 hours performing these inspections. YTD revenues for 2009 are \$2,000. Inspection fees began this year.

**Hours spent on Inspections**



**Revenue from Inspections**

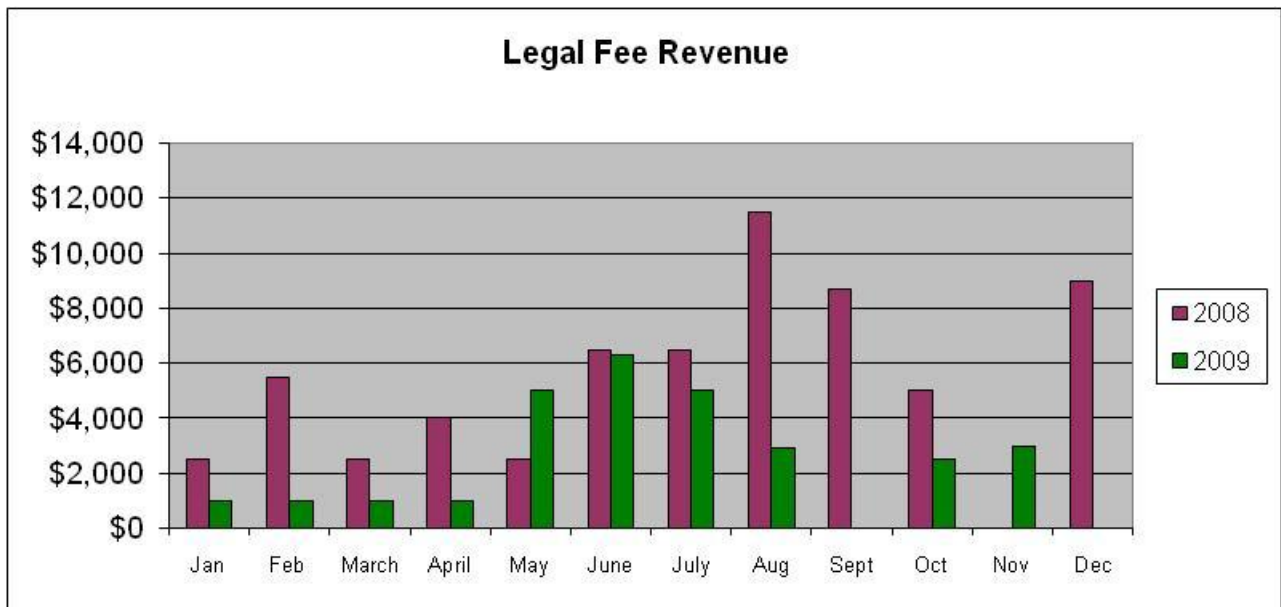


**Infrastructure Inspections (November 2009)**

General Location	Case Name	Status
Jordan and Arapahoe	Arapahoe Commons	Under Warranty
Revere and Caley	Homeland Security Building	Under Warranty
Easter and Lima	East Lima Subdivision	Under Construction
Arapahoe and University	Streets at Southglenn	Under Construction
Arapahoe and Potomac	Village at Centennial	Under Warranty
Picadilly & Smokey Hill	Huntington Park n Ride	Under Construction
Parker Road and Arapahoe Road	Centennial Center Filing 2	Under Construction
Chester & County Line	Ethan Allen	Under Warranty
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Parker Road & Arapahoe Road	Redstone Bank	Under Construction
Paris & Briarwood	The Ridge	Under Warranty
Franklin & Orchard Road	Orr Estates	Under Construction
Smokey Hill & Picadilly	Sprouts	Under Construction
Easter & Revere	Trust Co. Parking Lot	Under Construction
Parker Road & Arapahoe Road	Centennial Center Filing 1	Under Warranty
Yosemite & Arapahoe Road	Solera Salon	Close Out

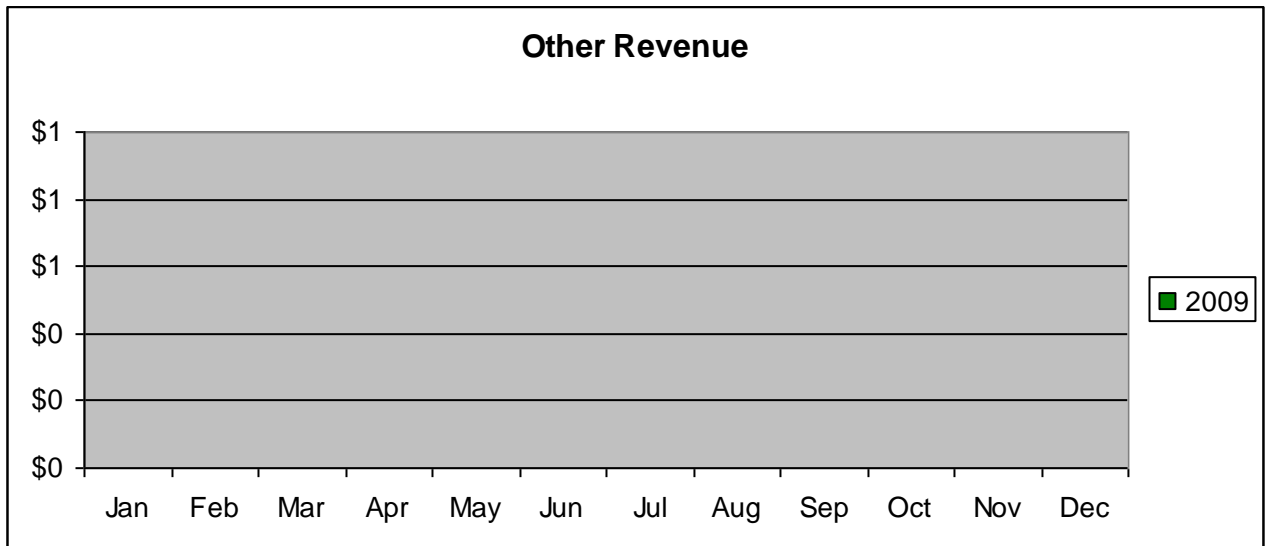
## Legal Services

In November, a total of \$3,000 in revenue was received for legal services. YTD revenues for 2009 are \$28,742 compared to \$55,214 for 2008, which reflects the slower application activity this year. Legal fees are collected to cover actual legal costs and don't impact the final budget in a negative or positive way.



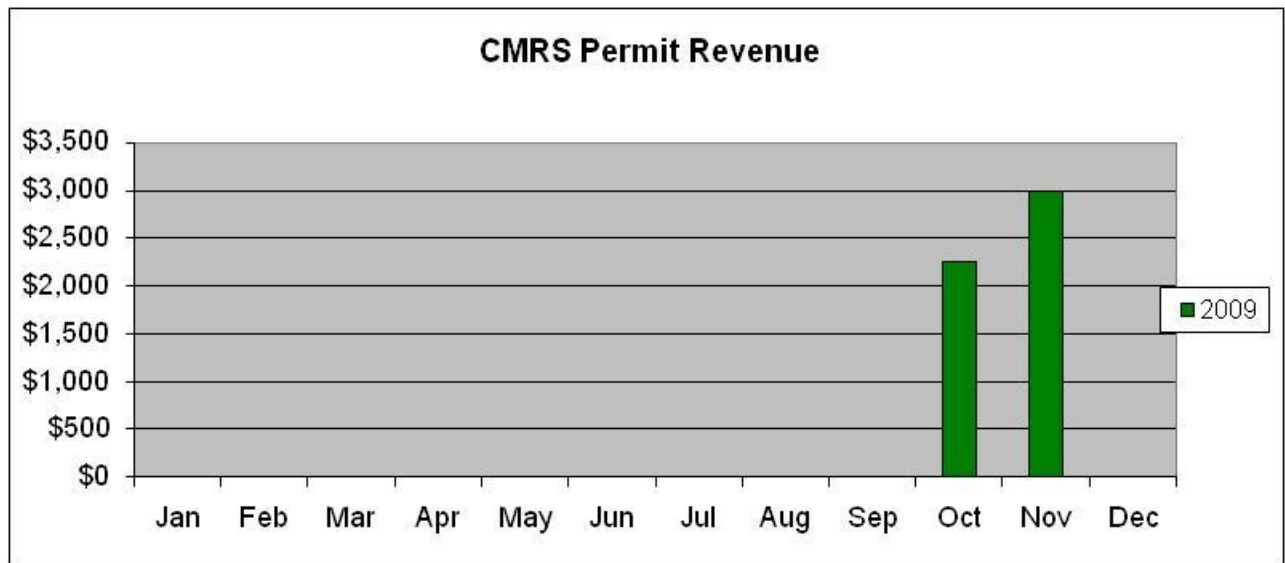
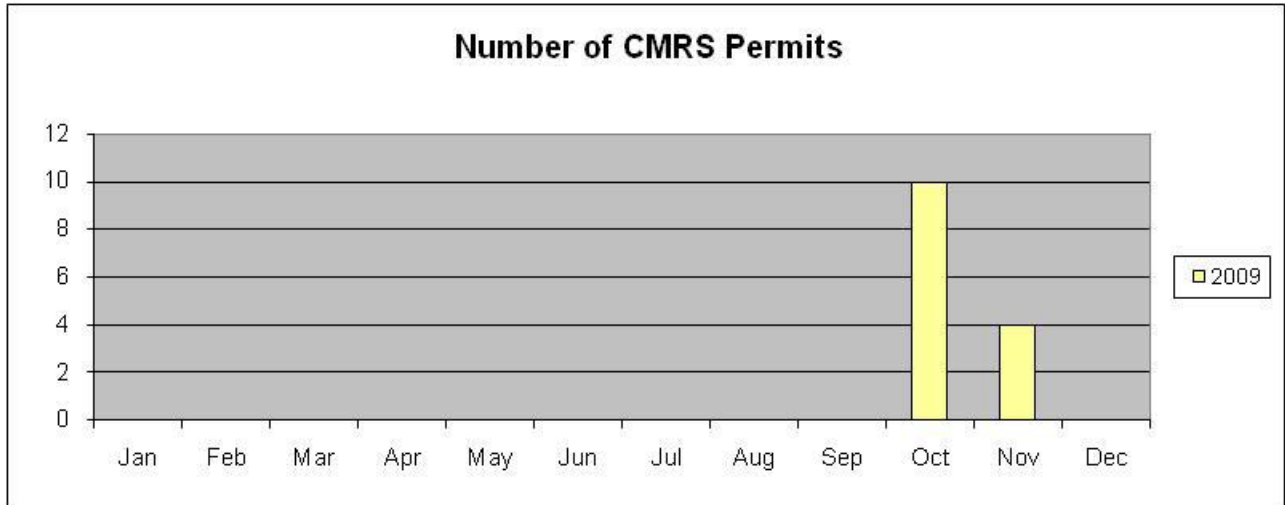
## Other Fees

In November, no revenue was received for Other Fees. YTD revenues for 2009 are \$0, which is below the 2009 projected revenue of \$1,837. Other fee tracking began in January 2009.



## CMRS Permits

In November, we received 4 CMRS Permits for \$3,000 in revenue. YTD revenues for 2009 are \$5,250, which is below the 2009 projected revenue of \$5,500. CMRS permit tracking began in January 2009.



CMRS Permits (November 2009)		
Project or Location	Case Number	Date Received and Issued
Clearwire Communications Base Station	LU-0911-001	11/4/2009
Xcel Holly Substation	LU-0911-002	11/5/2009
PZC, Inc.	LU-9011-003	11/13/2009
CMRS Co – Location-Verizon Wireless	LU-0911-007	11/10/2009

## City Work Orders

In November, Centennial Engineers worked on no CWOs. YTD value provided total is \$901.

CWOs Worked on by City (November 2009)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In October, consultant time on CWOs totaled 0 hours at a cost of \$0. This is an additional cost to the City being paid for from the Land Use Fund. YTD costs total is \$7,167.

CWOs Worked on by Consultants (November 2009)		
Description	Hours	Fee
	None	

### Streets @ Southglenn update:

Derek Holcomb continues to work with Britton Thomas in completing weekly walkthroughs of the site on an as needed basis. The ASP for Trice Jewelers is in the final completion stages.

The Verizon Grading revision is constructed and complete. The Hollywood Theatre is open under a temporary Certificate of Occupancy.